

ANNUAL VALET ZONE PROGRAM LICENSE APPLICATION

Definitions

Department means the Department of Code Enforcement.

Licensee means a sponsoring business licensed to operate an annual valet parking program. The term shall include any employee, agent or independent contractor of the person or business in whose name the annual valet parking program license is issued.

License means an annual valet parking program license issued by the Department.

Sponsoring business means a business that desires to establish and operate a valet staging zone or to engage a third party valet parking business to operate the zone as a direct benefit to its patrons as well as the general public. The proposed valet staging zone shall be located on the same side of the street and within one hundred (100) feet of the entrance of the sponsoring business, unless otherwise approved by the Department.

Valet parking business means a corporation, partnership or proprietor who takes temporary control of a vehicle in the right of way from a patron of a sponsoring business establishment to park, store or retrieve said vehicle on a regular and consistent basis.

Valet staging zone means a designated location within the public right-of-way where an attendant takes possession of a vehicle for the purpose of parking and returning the vehicle to the possession of the driver thereof. The valet staging zone must contain an area equal to two (2) typical parking spaces and sufficient space to safely operate a valet parking service, but shall not exceed an area of three (3) typical parking spaces, unless otherwise approved by the Department.

General Rules

The following general rules are hereby established:

The Department may issue an annual valet parking program license to a sponsoring business (in care of a valet parking business, where appropriate) for the purposes of operating a valet staging zone. The valet staging zone's days and hours of operation may be limited, at the discretion of the Department, to ensure public and traffic safety. Reasons for limitations may include, but are not limited to construction activities, public or traffic safety concerns, public inconvenience or conflict with an approved special event. The license may also be subject to additional provisions as deemed necessary by the Department.

If a sponsoring business withdraws its support of a valet parking business, the sponsoring business must provide immediate notice in writing to the Department. If a different valet parking business is selected or the sponsoring business chooses to self-perform during the remaining license term, a revised operations plan must be provided within thirty (30) days of such change). If the sponsoring business does not self-perform or engage another valet parking business, or should a sponsoring business cease operation the valet license shall be cancelled.

A sponsoring business or a valet parking business may submit changes to the hours of operation listed within its approved operations plan no more than six (6) times annually. Any changes to a site or operations plan must be approved by the Department prior to such changes' implementation.

Every sponsoring business and valet parking business operating pursuant to a license shall comply with the following regulations:

- (a) The valet staging zone shall be used for the purposes of staging the parking and return of vehicles. Vehicles shall not remain parked indefinitely in the valet staging zone.
- (b) The sponsoring business and/or valet parking business shall not allow a vehicle to be parked on the sidewalk and/or sidewalk curb.
- (c) The sponsoring business and/or valet parking business shall not permit its employees to accept keys or take possession of a vehicle while the vehicle is in a moving lane of traffic.
- (d) The sponsoring business and/or valet parking business' operations shall be in accordance with its approved operations plan
- (e) The sponsoring business and/or valet parking business shall provide proof of insurance as required by the Department.

Application

The application shall be a form provided by the Department, which shall contain the following minimum information:

- (a) The names, addresses, email addresses, and telephone numbers for the valet parking business and the sponsoring business;
- (b) Emergency contact name and telephone number for both the valet parking business and the sponsoring business;
- (c) An operations plan, including a site plan, showing areas of operation and staging, as well as the proposed hours, days and dates of operation; and
- (d) Any additional information as required by the Department.

Fees, Refunds, Transfers, and Expiration

Licenses shall not be transferable amongst sponsoring businesses, nor shall any fees paid for a license be refunded if the annual valet parking program license is no longer used. The fees for licenses shall be as follows:

Grandfathered annual valet parking program license:	\$2,000
New (effective 5/1/11) annual valet parking program license:	\$2,500

The license shall expire on May 31 of each year. Application for renewal and payment must be made on or before the expiration date. Any grandfathered annual valet parking program licensee who does not apply for renewal prior to the expiration of the existing license will immediately forfeit its grandfathered status and will be subject to the new annual valet parking program license fee.

Enforcement

The Department and any other official authorized to exercise control or authority over City traffic shall have the authority to enforce any and all provisions as contained in this regulation.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

Valet License Zone

Address: _____

Days and Hours of Operation Requested: _____

Metered Space #(s) and Location Description: _____

Sponsoring Business / Applicant

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Ph.: _____ FAX: _____

E-mail: _____

Emergency Contact: _____

Emergency Phone #: _____

Valet Parking Business

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Ph.: _____ FAX: _____

E-mail: _____

Emergency Contact: _____

Emergency Phone #: _____

IN ACCORDANCE WITH THE DRAWINGS ATTACHED TO THIS APPLICATION WHICH ARE HEREBY INCORPORATED AS A PART OF THE APPLICATION, THIS APPLICANT RESPECTFULLY REQUESTS THAT HE/SHE BE GRANTED AN ANNUAL VALET ZONE LICENSE TO MAINTAIN AN ANNUAL VALET ZONE UPON THE PUBLIC RIGHT OF WAY OF THE CITY OF INDIANAPOLIS, INDIANA, AS DESCRIBED AND HEREIN PROMISES UNDER OATH THAT HE/SHE WILL BE BOUND BY ALL CONDITIONS, RESTRICTIONS, AND LIMITATIONS PLACED BY THE CITY UPON SAID ANNUAL VALET ZONE LICENSE, IF GRANTED.

THE SPONSORING BUSINESS/APPLICANT ACKNOWLEDGES THAT HE/SHE HAS READ, AND IS FAMILIAR WITH THE ANNUAL VALET PARKING PROGRAM LICENSE DEFINITIONS & GENERAL RULES, IN REGARD TO ALL APPLICABLE PERMITS.

THE APPLICANT SHALL ATTACH HIS/HER SIGNATURE AND DATE TO THIS AGREEMENT BEFORE AN ANNUAL VALET ZONE PROGRAM LICENSE WILL BE GRANTED.

THE APPLICANT / LICENSEE HEREBY AGREES TO AGREE TO HOLD HARMLESS AND TO INDEMNIFY THE CITY AS THE RESULT OF ANY ACT OF COMMISSION OR OMISSION ON THE PART OF THE APPLICANT / LICENSEE, HIS/HERS HEIRS, SUCCESSOR ASSIGNS REGARDLESS OF WHETHER SUCH ACTS ARE THE DIRECT OR INDIRECT RESULT OF THE GRANT OR ANNUAL VALET ZONE PURSUANT TO THIS LICENSE.

Sponsoring Business / Applicant

Signature: _____ Date: _____

Printed Name & Title: _____

STATE OF INDIANA)
)
COUNTY OF MARION)

Subscribed and sworn to before me, a notary public in and for said county and state, This _____ day _____ 20 _____.

COUNTY OF RESIDENCE

NOTARY PUBLIC SIGNATURE

COMMISSION EXPIRATION DATE

PRINTED NAME

PLEASE SUBMIT THIS APPLICATION WITH ALL ADDITIONAL MATERIALS TO THE ADDRESS BELOW WITH A \$2500.00 ANNUAL VALET LICENSE FEE (\$2000.00 IF APPROVED GRANDFATHERED VALET ZONE). CHECKS SHOULD BE MADE PAYABLE TO "THE CITY OF INDIANAPOLIS."

DEPARTMENT OF CODE ENFORCEMENT
1200 MADISON AVE., SUITE 100
INDIANAPOLIS, INDIANA 46225
PHONE # (317) 327-8583 FAX # (317) 327-3125

Indianapolis Metropolitan Police Department Approval:

Signature: _____ Date: _____

Printed Name & Title: _____

Department of Public Works Approval:

Signature: _____ Date: _____

Printed Name & Title: _____

Department of Code Enforcement Approval:

Signature: _____ Date: _____

Printed Name & Title: _____

Revised: 5/31/13